

Name of Company_____

Name of Contact _____Title_____

Phone_____Email_____

Number of Employees in Washington State (0-5☐) (6-25☐) (26-50☐) (51-100☐) (101-1000☐) (1000+☐)

Instructions:

The survey is divided into 5 sections and is intended to capture costs relating to spill preparedness activities. In each section we ask you about costs. Please use the tables to answer.

Please try to

- Include only those costs relating to spill preparedness
- Keep the following types of costs separate: (I) Planning, (II) Equipment, (III) Drill, (IV) Overhead, and (V) Other costs.

We want this to be as easy as possible for you. If you can't give us exactly what we have asked for, please give us the next best estimate that you can and then explain the difference. For example:

- If you don't know what the replacement cost for equipment is, but you know what it cost when you bought it, then give us that information and then indicate when you got it in the comments section.
- If you can't break down the numbers into the categories, but you have an approximate total, then use the totals row.

Questions: Send them to caca461@ecy.wa.gov. Ecology will post questions and answers at <http://www.ecy.wa.gov/programs/spills/preparedness/contrule/survey/cover.htm> as they come in.

DEFINITIONS

The purpose of this list is to be sure that all the items usually associated with cost analysis are included. The list is expanded beyond that required in the law because this industry has such a wide range of ways to handle spill response.

When answering this survey, please try to make sure that you

- Are not double counting.
- Include costs we have missed under "other."

Accuracy. Please rate your accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Administrative. This includes costs such as someone that reviews your work but who is not normally assigned to spill response or non-spills staff who have to be present for inspections.

Contract Labor. This includes employees who are under contract to the company and provide direct labor but for whom the company does not pay workmen's compensation insurance.

Contracted professional services. These services can include anything that you pay for under contract except contract Labor. Common examples include legal assistance, writing, plan review, assistance with drills, PRC services, etc.

Dedicated equipment. Response resources with service that is limited exclusively to oil spill response-related activities.

Equipment. This is a special category and has several pages of types of equipment in Section II. If you feel there is something you use that is not included in those pages, please add it where you feel it is appropriate.

In-house labor. This includes all employees who work directly on spill response.

Integrated State/Federal Plan Costs. If you are unable to split federal and state costs from each other, just use federal and state costs together.

Lost sales or revenue. This includes any foregone sales or revenues that may result if you have to pull people away from their normal work. For example, a tug may be removed from service during a drill, or a sales person may take time to review a plan. You should choose the most likely value of loss based on what you would actually do as the mechanism to cost the event. For example: Suppose a salaried sales person is pulled off sales to work on a drill. Their productivity is probably worth more to you than their salary. So the cost is not the salary but the lost sales they would have made.

Mixed Crew. This means staff from your company with staff from another facility, a vessel, or PRC, participating along side of your company or your company with another PRC.

Non-dedicated equipment. This is equipment that will also be used for other activities than spill related activities. Please be consistent with the federal definition "Response resources with service that is not limited exclusively to oil spill response-related activities." Example: A truck that is used for other activities, but is occasionally used for spills.

Other. If we have missed something please add it in the "other" line on each sheet, or in the last "other" section.

OSRO. Oil Spill Response Contractor.

Overhead costs related to spills planning. This includes insurance, drug testing, hiring, contracting, licenses, certificates for staff, taxes, training (other than drills, equipment and incident command), etc. See Section IV.

PRC. Primary Response Contractor.

Record Keeping. This includes all costs associated with keeping a required record such as a plan. Common examples include: training records, producing a record of drill events, etc.

Reporting. This includes costs associated with the reporting required in the rule, such as submitting a plan.

Space. This includes Office, Warehouse, Yards, and Moorage.

Supplies. This includes paper, binders, pens etc. Please put expendable boom and PPE equipment under equipment.

Section I. Oil Spill Planning

Section IA. How much did it cost to create your most recent **complete revision for the 5-year approval** of your Oil Spill Contingency Plan?*

* Don't include costs to maintain plan (costs captured in Section IB).

Did you use a consultant? yes ☐ no ☐

Do you have an Integrated State/Federal Plan? yes ☐ no ☐

If yes - Please put the incremental additional costs for the state plan in Column 3.

(1)	(2) Estimate the total Federal & State Plan costs	(3) Estimate the total State Plan costs	(4) How Accurate is your estimate? 1 to 5**	(5) Comment
Total from below				
Contracted professional services				
In-house labor				
Supplies				
Administrative costs				
Lost sales or revenue				
Record keeping				
Reporting				
Other costs related to planning (specify)				

** **Accuracy.** Please rate your accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section IB. When you did not do a 5-year revision, what was the **cost to maintain and update the plan** for the most recent year?*

*This should include all regular annual efforts, including field documents, checking phone numbers, updating the plan using lessons learned from drills and spills etc. **EXCLUDE the cost of the major 5 year revisions.**

(1)	(2) Estimate the 2002 or 2003 Federal and State Plan costs	(3) Estimate the 2002 or 2003 State Plan costs	(4) How Accurate is your estimate? 1 to 5**	(5) Comment
Total from below				
Contracted professional services				
In-house labor				
Supplies				
Administrative costs				
Lost sales or revenue (please describe why)				
Record keeping				
Reporting				
Other costs related to the plan (specify)				

** **Accuracy.** Please rate your accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section IIA. What is the cost of **DEDICATED Oil Spill Response Equipment** that you lease or own? Do not include your PRC's equipment or equipment which is available to you through mutual aid agreements. Please make extra pages if you need more space.

(1) Equipment Type Please specify equipment.	(2) Number of plans covered by equipment inside and outside WA	(3) Quantity and units	(4) Replacement Cost per unit (\$)	(5) 2003 cost to maintain per unit (\$)	(6) Estimated average life (if less than 20 years)	(7) Increased cost due to deployment drills - Maintenance and replacement (\$ per drill)	(8) How Accurate is your estimate? 1 to 5*	(9) Comments
Boom								
Skimmers								
Pumps								
Storage								
Electronics								
Communications								
Space								

**Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.
Continued on Next Page

(1) Equipment Type Please specify equipment.	(2) Number of plans covered by equipment inside and outside WA	(3) Quantity and units	(4) Replacement Cost per unit (\$)	(5) 2003 cost to maintain per unit (\$)	(6) Estimated average life (if less than 20 years)	(7) Increased cost due to deployment drills - Maintenance and replacement (\$ per drill)	(8) How Accurate is your estimate? 1 to 5*	(9) Comments
Vac Trucks								
Vehicles Other than Vac Trucks								
Trailers								
Off Road Equipment								
Dispersants								
Decontamination Equipment								
Wildlife Recovery Gear								
Aerial Recon								
Safety Equipment								
Other Equipment								
TOTAL								

**Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section IIB. What is the cost of **NON-DEDICATED Oil Spill Response Equipment** that you lease or own or have under contract? Do not include your PRC's equipment or equipment which is available to you through mutual aid agreements. Please make extra pages if you need more space.

(1) Equipment Type Please specify equipment.	(2) % use for spill activities	(3) Quantity and units	(4) Replacement Cost per unit (\$)	(5) 2003 cost to maintain per unit (\$)	(6) Estimated average life (if less than 20 years)	(7) Increased cost due to deployment drills - Maintenance and replacement (\$ per drill)	(8) How Accurate is your estimate? 1 to 5*	(9) Comments
Boom								
Skimmers								
Vessels								
Pumps								
Storage								
Electronics								
Communications								
Space								

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.
Continued on Next Page

(1) Equipment Type Please specify equipment.	(2) % use for spill activities	(3) Quantity and units	(4) Replacement Cost per unit (\$)	(5) 2003 cost to maintain per unit (\$)	(6) Estimated average life (if less than 20 years)	(7) Increased cost due to deployment drills - Maintenance and replacement (\$ per drill)	(8) How Accurate is your estimate? 1 to 5*	(9) Comments
Vac Trucks								
Vehicles Other than Vac Trucks								
Trailers								
Off Road Equipment								
Dispersants								
Decontamination Equipment								
Wildlife Recovery Gear								
Aerial Recon								
Safety Equipment								
Other Equipment								

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section IIC: Do you have a **letter of intent, retainer, or contractual agreement from one or more PRCs** identified in your plan? Yes ☐ No ☐
How many plans (Federal, State, out of State) are covered by your above agreements? _____
What was your 2003 cost to keep the PRC(s) on call?

(1) Name of PRC	(2) Estimate the 2003 cost to keep the PRC on call (\$)	(3) Comment
2003 cost for all PRCs		_____ How Accurate is your estimate? 1 to 5*

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section IID: Do you have memorandums **of agreement, contracts, accounts, or letters of mutual aid** necessary to meet your plan requirements?
Please do not include your PRC costs identified in Section IIC here.

How many plans (Federal, State, out of State) are covered by the agreements listed below? _____

What would it cost you to replace these agreements if they were unavailable?

(1) Name of Plan Holders or Company	(2) Estimate the 2003 cost to replace these agreements if they were unavailable. (\$)	(3) Comment
2003 value for all agreements identified in column 2.		How Accurate is your estimate? 1 to 5*
Other agreements, contracts, accounts or letters		(3) Comment
Spill Management Teams to fill positions within your incident command system		
Estimate the cost to replace these accounts if they were required to guarantee overflight availability to meet a planning standard.		
Total		
		How Accurate is your estimate? 1 to 5*

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section IIE: How much does it cost to **train company staff** on the use of response equipment and Incident Command Structure for spill management?
Please exclude training, drill and equipment costs estimated elsewhere (Sections II A through D or Section III) in this estimate?

(1)	(2) 2003 Cost (\$)	(3) How Accurate is your estimate? 1 to 5*	(4) Comment
Contracted professional services			
In-house labor			
Supplies			
Administrative costs			
Lost sales or revenue (please describe why)			
Record keeping			
Reporting			
Other costs related to training (specify)			
Total			

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section III: Drills

If your company has participated in either a **federal or state unannounced drill** please provide a name and phone number so we can follow up and do a full interview with you.

IIIA. How much did it cost to do **deployment drills** in 2003? Please exclude costs estimated in Section II in this estimate?

(1)	(2) Estimate the total costs	(3) Cost for vessel crew only (\$/drill)	(4) Cost for PRC only (\$/drill)	(5) Cost for mixed crew (\$/drill)	(6) How Accurate is your estimate? 1 to 5*	(7) Comment
Contracted professional services						
In-house labor						
Supplies (include fuel here)						
Administrative costs						
Lost sales or revenue						
Record keeping						
Reporting						
Other costs related to deployment drills (specify)						
Added cost for a drill that tests a GRP						
Total						
How many drills do you do each year?						

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

IIIB. How much does it cost for an annual **Federal Tabletop Drill**? How much for **Federal Worst Case Drill**?
(Include in the cost the drill planning and participation, but exclude costs from Section II)

(1)	(2) Estimate the 2003 costs (\$/tabletop drill)	(3) Estimate the 2003 costs (\$/worst case drill)	(4) How Accurate is your estimate? 1 to 5*?	(5) Comment
Contracted professional services				
In-house labor				
Supplies (include fuel here)				
Administrative costs				
Lost sales or revenue				
Record keeping				
Reporting				
Other costs related to table top/worst case drills(specify)				
Do you have additional costs to meet the state requirements?				
Total				

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section IV: Overhead costs for planning to meet spill planning and drill requirements only: Insurance, drug testing, hiring, contracting, licenses, certificates for staff, taxes, and general training (not including drills, incident command, or spill equipment training), etc. Please pro-rate costs if they are non-dedicated. Exclude costs captured in other sections.

(1) List costs	(2) 2003 Cost (\$)	(4) How many plans does this cover?	(5) How Accurate is your estimate? 1 to 5*	(6) Comment
Total				

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.

Section V: Other costs: Are there any costs we have not included above? If we have missed any important questions, indicate that here.

(1) List costs	(2) 2003 Cost (\$)	(4) How many plans does this cover?	(5) How Accurate is your estimate? 1 to 5*	(6) Comment
Total				

*Please rate accuracy on a 1 to 5 scale. 1 = guessing, 2 = plus or minus 100%, 3 = plus or minus 50%, 4 = plus or minus 25%, 5 = very certain.